

25X1

Executive Registry

4-9038-

11 DEC 1953

MEMORANDUM FOR: General Counsel

SUBJECT : Report on Overtime Worked and Leave Taken

REFERENCE : CIA Regulation 25X1A

1. Attached are copies of tabulations of overtime and holiday time worked and annual and sick leave taken for the period 5 July through 26 September 1953. These summaries, one for each pay period, give the complete picture of the overtime and leave record for your office during this entire period. The various columns on these tabulations reflect (a) the total regular hours worked during the pay period, (b) the total number of employees paid, (c) the number of hours of night differential (if any) paid for, (d) overtime worked, (e) holiday time worked, (f) annual leave taken, (g) sick leave taken. The last column indicates the allotment account. The figures in the lower right-hand corner of the tabulation are the dates involved in the payroll.

2. Following is a summary of the average number of hours per pay period per employee for your office during the period 5 July through 26 September 1953:

<u>Item</u>	<u>Average</u>
Overtime	2.00
Holiday Time	-
Annual Leave	10.00
Sick Leave	.94

3. In addition to the summaries by pay periods, a listing of leave taken by individuals in your office for the pay period 30 August through 12 September 1953 is attached. This listing is provided as an example of a typical pay period and is furnished as an aid in considering the overtime and leave practices of your office. This listing, however, does not imply any criticism of any specific leave taken or overtime worked.

4. These reports on leave taken and overtime worked are being submitted to you to provide over-all information on the granting of overtime in your office. As you know, in view of our serious budgetary situation during this current year it is essential that utmost care be given in authorizing overtime. Additional funds cannot be made available to pay for overtime, and all overtime approved must be financed from current allocations.

25X1A

L. K. WHITE

Acting Deputy Director  
(Administration)

Attachments

SECRET